

CITY SPECIAL PERMIT OR USE PERMIT WHICH REQUIRE CITY COUNCIL APPROVAL

May be pre-application meeting

Applicant/agent submits application
(deadlines every other Thursday at noon)



Counter Planner initiates Permits Plus and routes application

Admin Officer verifies PC hearing dates & neighborhood notification

front desk prepares folder and legal notices

other agencies review application & submit reports

City staff meets to review applications

Office Asst prepares draft of PC agenda

Project Planner verifies legal notice & prepares draft report

Dev Review Manager & Planning Director review draft report

GIS prepares agenda map & mailing labels

Front desk mails notice letters & submits legal

PC hearing signs are posted

May be discussion with staff and

Project Planner finalizes staff report

Office Assistant assembles the PC agenda/reports and submits to printing company

Office Assistant distributes copies of PC agenda/reports

Planning Commission public hearing and action

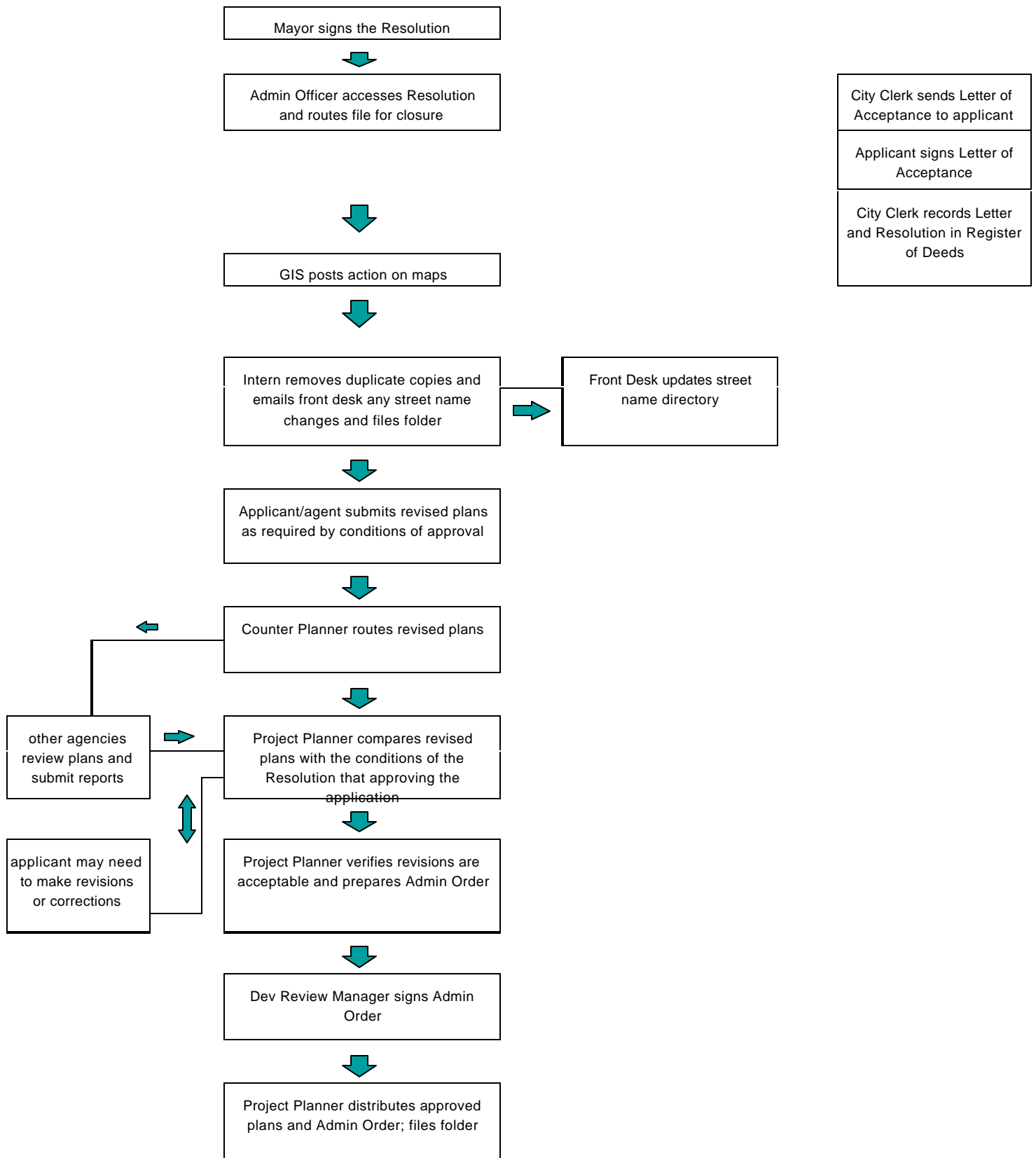
Admin Officer prepares letter to applicant and others

Admin Officer & Director prepared fact sheet & submits request for introduction to City Clerk

City Clerk schedules introduction and hearing date

Admin Officer requests Law to prepare Resolution

City Council public hearing and action (may be same day)



May 4, 2006